

HIGHLANDS RECREATION DISTRICT BOARD MEETING

Tuesday, September 8, 2015

Attendants:

BOARD-

Pam Merkadeau (PM)
Michelle McNeil (MM)
Eric Olbekson (EO) (arrived at 7:12pm)
Hal Carroll (HC) - Absent
Johanna Anton (JA) - Absent

STAFF-

Brigitte Shearer (BS)
Portor Goltz (PG)

CALL TO ORDER

The meeting was called to order at 7:05pm by Board Member PM

REVIEW AND APPROVAL OF THE MINUTES

(This was conducted after the Manager's Report on programming)

Board Member EO made a motion to approve the minutes of the August 11, 2015 Regular Board Meeting (MM second). The Board voted as follows: MM: yes PM: yes HC: absent JA: absent EO: yes

INTRODUCTION OF GUESTS

None

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. Seasonal Programs – new Halloween ticket presale was discussed. Summer Concert is this Saturday. Class (\$10K) and rental (\$4k) revenue is ahead of last year.
- b. ASP – Program is underway with 4 new staff. Fall camp registration is underway.
- c. EEC – Everything's running smoothly. Tuition increase projections have been revised.
- d. Pool – Program is transitioning into fall with fewer staff members. Will not have a head guard this fall as Tricia is now fully up to speed!

B. Facilities & Grounds –

The staff safety meeting highlighted the need for more clarity on emergency procedures. Staff will work with the County Office of Emergency Services to follow up. The Playground gate

near the parking lot will be closed off for safety reasons. Water consumption is significantly lower than last year. The Rec is continuing to prepare for the coming rainy season.

- C. Administration – The ASP enrollment process is being sent to EEC/ASP families and throughout the community in early October. Our Maintenance Assistant has accepted a job elsewhere and will not be replaced at this time. There will not be an election this November, as only 2 candidates filed and we have 3 board positions to fill. Thus, the candidates, both incumbents, are automatically re-elected to another 4 year term. The 2015 audit process has begun. BSS will investigate the possibility of creating a 5013d foundation.

COMMITTEE REPORTS

None.

FINANCIAL REPORT

The YTD financials were discussed. After accounting adjustments advised at our last audit, net income is \$85K ahead of this time last year. This is partially due to the payment timing differences because of the new school calendar.

UNFINISHED BUSINESS

- A. Open space repair: The Board discussed the proposed open space repair. BSS will address outstanding questions. Board Member MM moved that the Board authorize repair work up to the current budgeted amount (EO second). The vote was unanimous.

NEW BUSINESS

- A. HRD annexation process update: The Board discussed the possible annexation of the 4 homes on Bunker Hill. No action was taken at this time.
- B. Strategy session planning: The Board will conduct its final strategy session on November 8 at the Burlingame Rec Center.
- C. UPCOMING MEETINGS: October 13, November 8 (strategy), November 10, December 8

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member MM made a motion to pay the bills (EO second) and the motion passed. The motion passed unanimously.

ADJOURNMENT

Board Member MM made a motion to adjourn the meeting (EO second)
The motion passed unanimously. The meeting adjourned at 8:25pm.

Respectfully submitted,

Brigitte Shearer
Board Secretary